# Travel Authorization
# User Manual

# The Spectrum System
# Georgia State University
# Chapter 2

People Soft Financials
Version 7.5

November 2000

# 1. Introduction

## *1.1. Use of Travel Authorizations*

Travel Authorizations are used at Georgia State University to authorize employee travel (or fee-funded travel) to attend conferences, symposia, workshops, etc., related to the employee's work, professional development, teaching, or research needs. Original documentation must be submitted to Disbursements prior to payment.

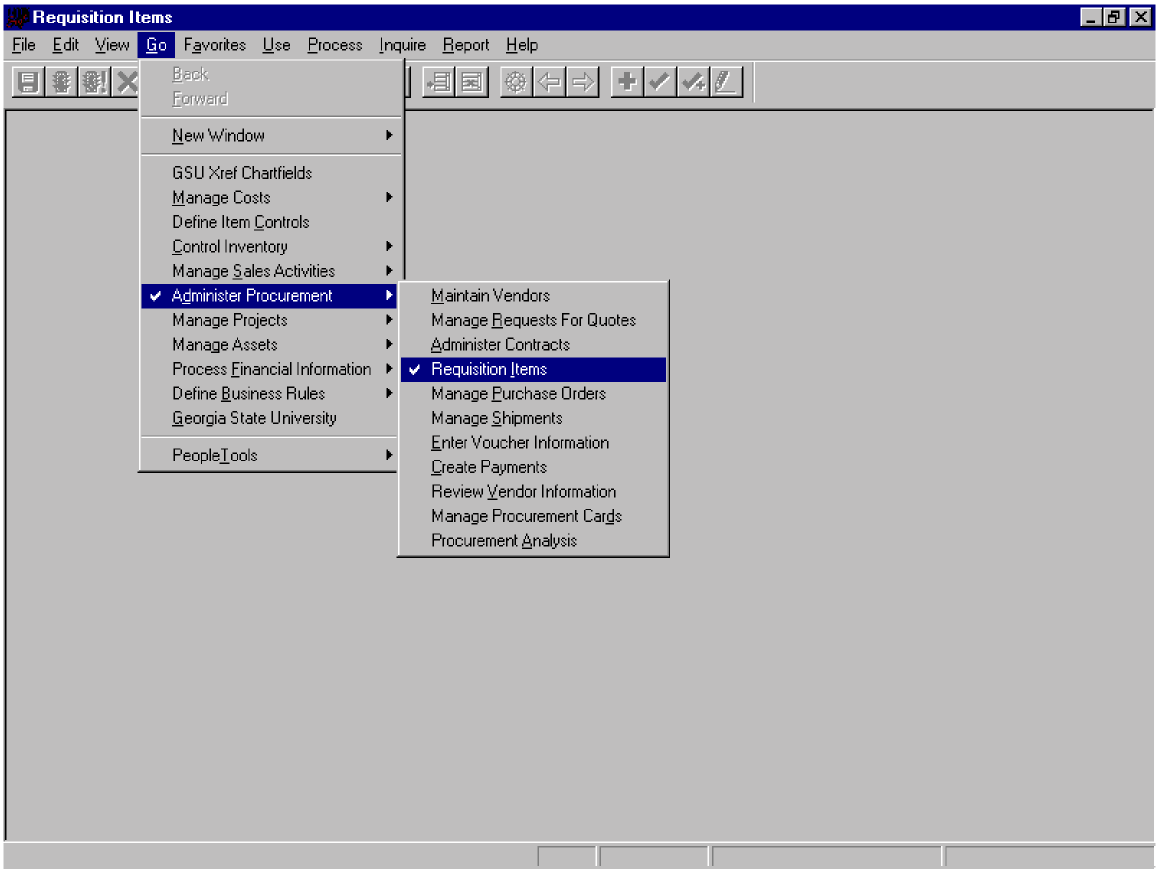
Travel Authorizations will be entered and electronically processed in the Spectrum System through the Purchasing Module. This will enable us to utilize the pre-encumbrance, encumbrance, budget checking, and payment features of the system.

# 2. Entering a Basic Travel Authorization in the Spectrum System

Each step in the online process of entering a travel authorization is described below. Compare your screen to the ones shown in the example for each step.

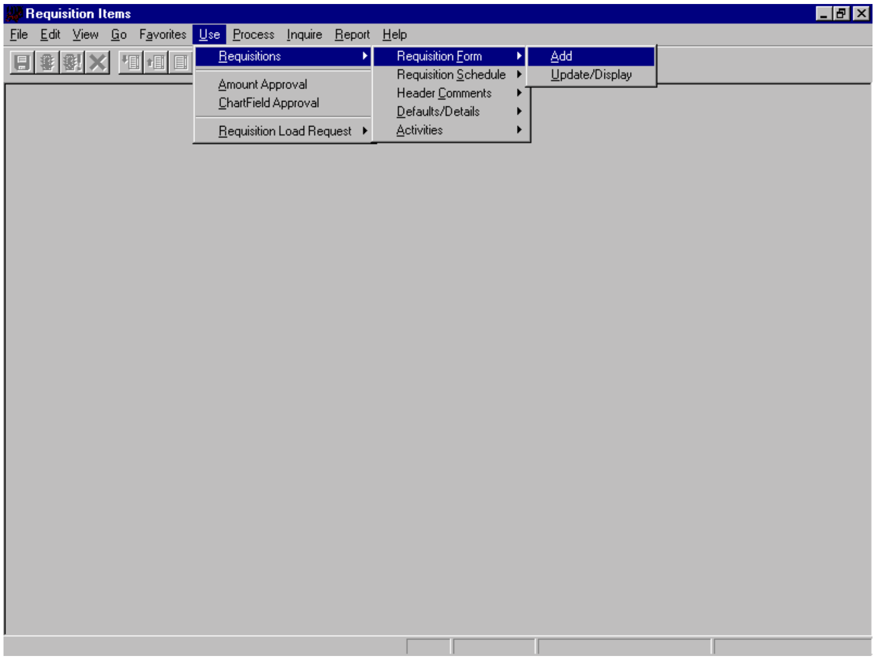
## *2.1. Selecting your panel Group*

*Click on* **GO, Administer Procurement, Requisition Items.**

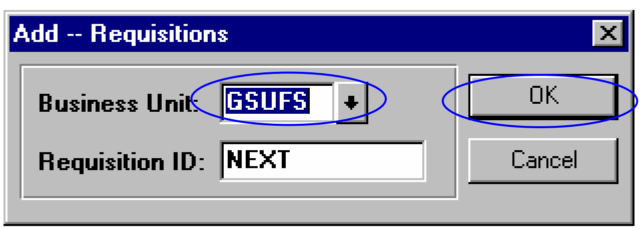


### *2.2. Creating a Travel Authorization*

Click on Use, Requisition Form, Add




### *2.3. Add Requisition Window*



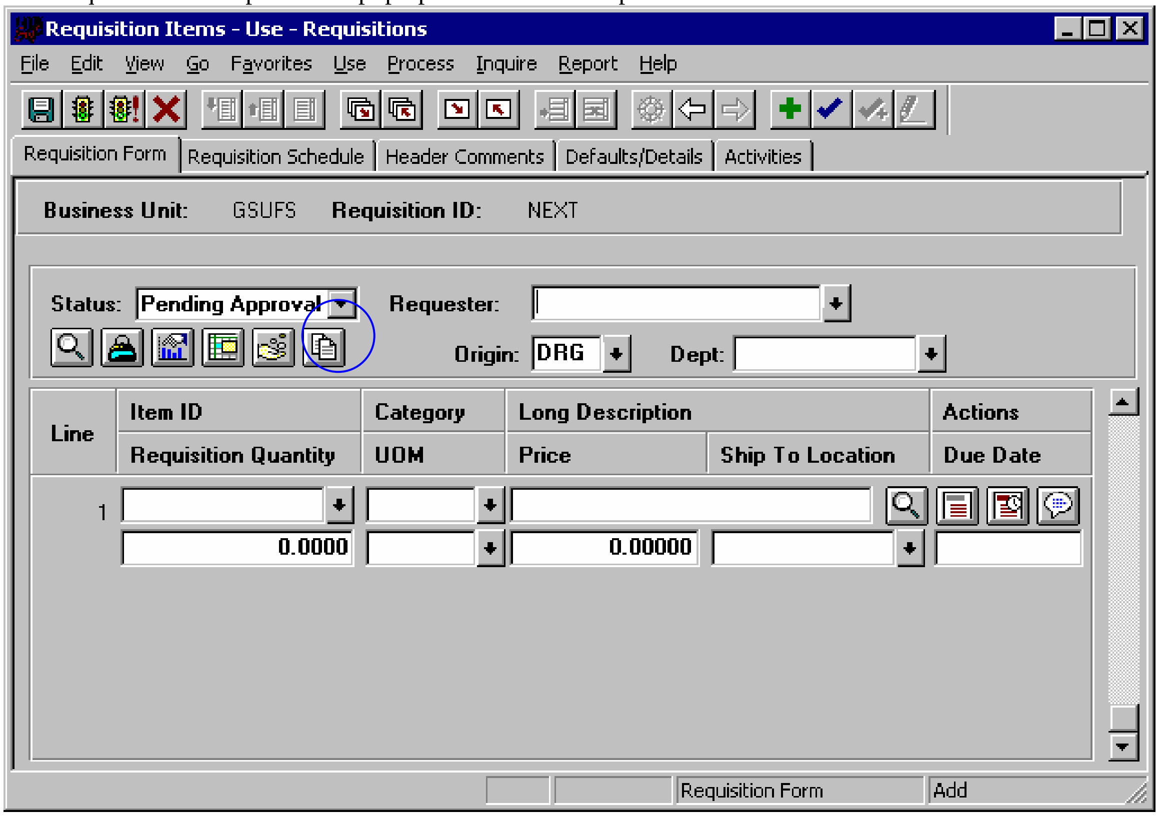

You will see a dialogue box. The *BUSINESS UNIT* will default to *GSUFS* (Georgia State University Financial System). *DO NOT* change the Business Unit; the transaction will not pass Budget Check unless GSUFS is selected.

The ***Requisition ID*** is automatically assigned by the system. ***DO NOT*** enter a number or any other text in this field.

**Click *OK* to proceed.**

### *2.4. Requisition Forms Panel Tab*

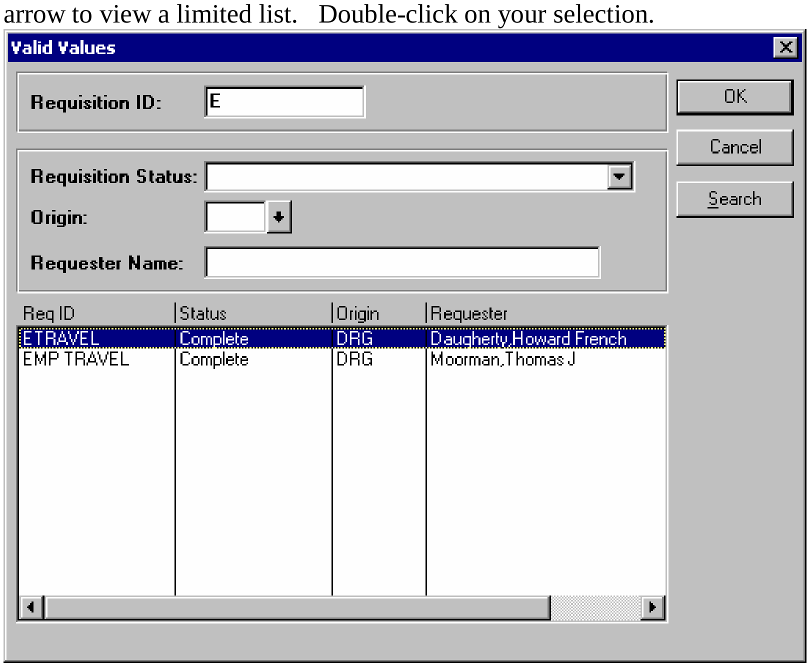
The Requisition Form panel will pop up.  This is the first panel to be used in this transaction.



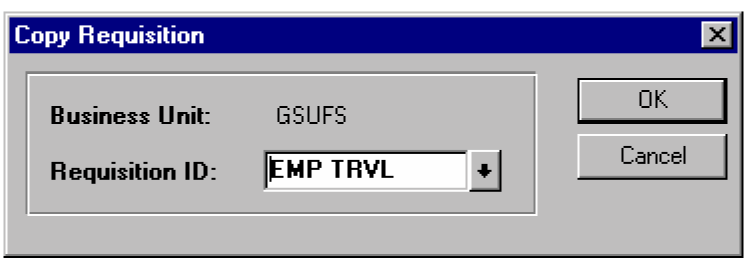
### 2.4.1.Copying a Requisition

To copy from a Requisition select the copy button (see page 6 for reference). A dialog box like the one below will appear.


Select a requisition by entering its ID or by using the prompt button. Enter ***EMP TRAVEL*** or ***STUDENT TR*** in the ***Requisition ID*** field to retrieve the ***Travel Template*** form. You can also use the drop-down arrow to view a limited list. Double-click on your selection.

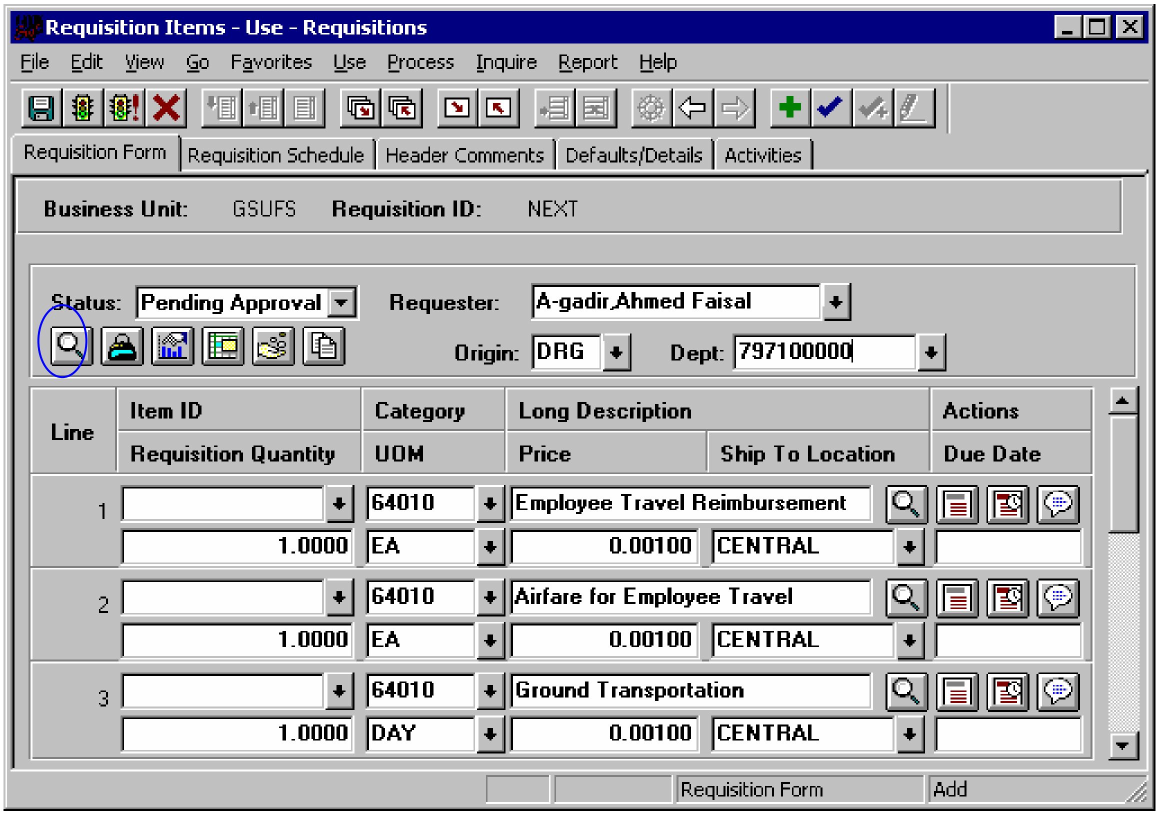



Select requisition to be used for copying. Click OK to continue.

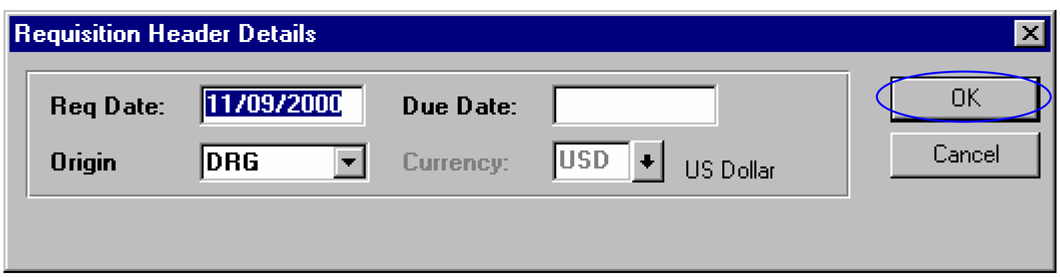


2.4.2. Requisition Date

Using the Requisition Form panel make sure that the transaction date is the correct one.




Select the Header Details Icon to enter *Requisition Date, Origin and Due Date*. A dialog box like the one below will appear on your screen. Double click in the Requisition Date and Due Date (beginning date of travel) fields to view the calendar. Use arrow keys to navigate on the calendar.




Click *OK* to accept changes and continue with the transaction.

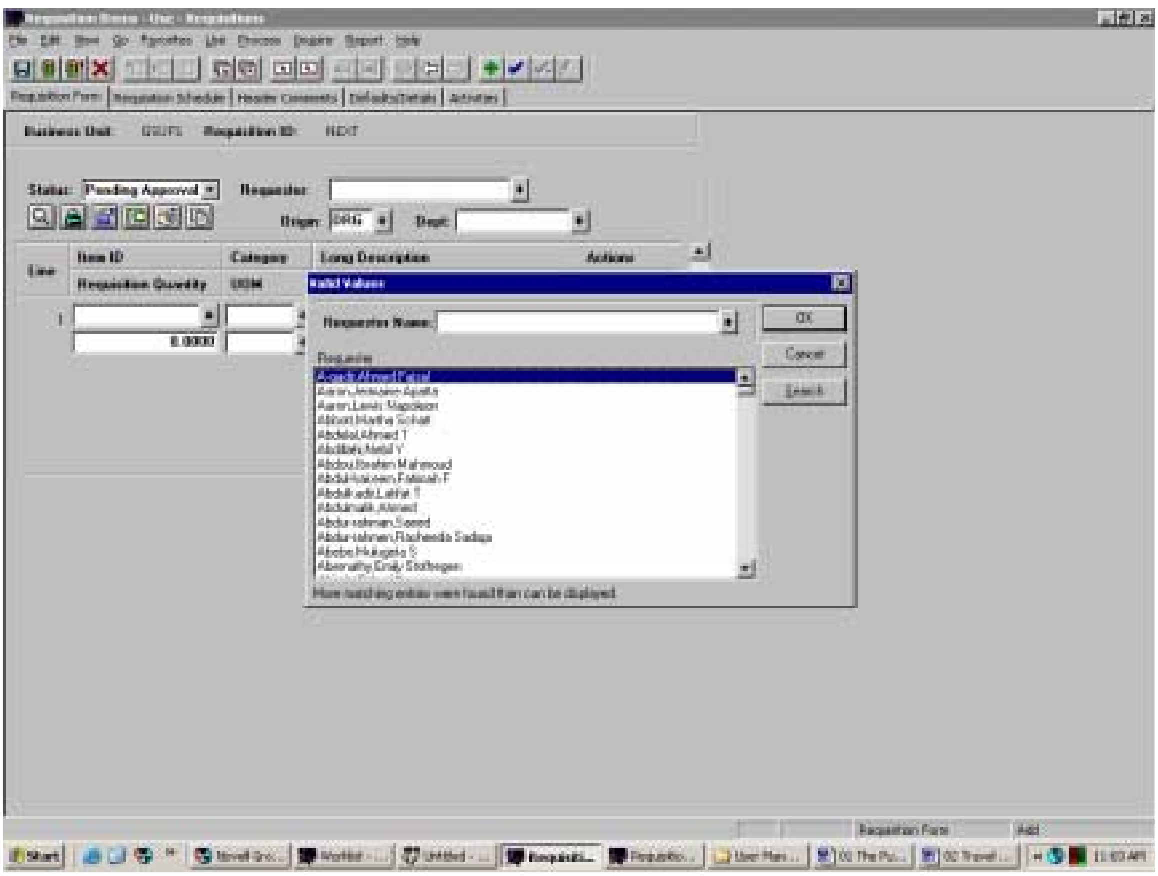
### 2.4.3. Selecting a Requester

Tab to the ***Requester*** field. There are several methods to enter the data:

- Enter the ***Requester name*** (LastName,FirstName, e.g., Smith,John);
- Use the drop-down arrow to view a list of valid values;
  Press the F4 function key;
  Double-click in the field;
  Enter the first character(s) of the last name and press ***<shift> + F4***.

***Note:*** The PeopleSoft drop-down tables are limited to 300 lines. You may not see all of the values for that field. The last method (***<shift> + F4***) listed above will give you the best results.

Highlight your selection and double-click or press Enter



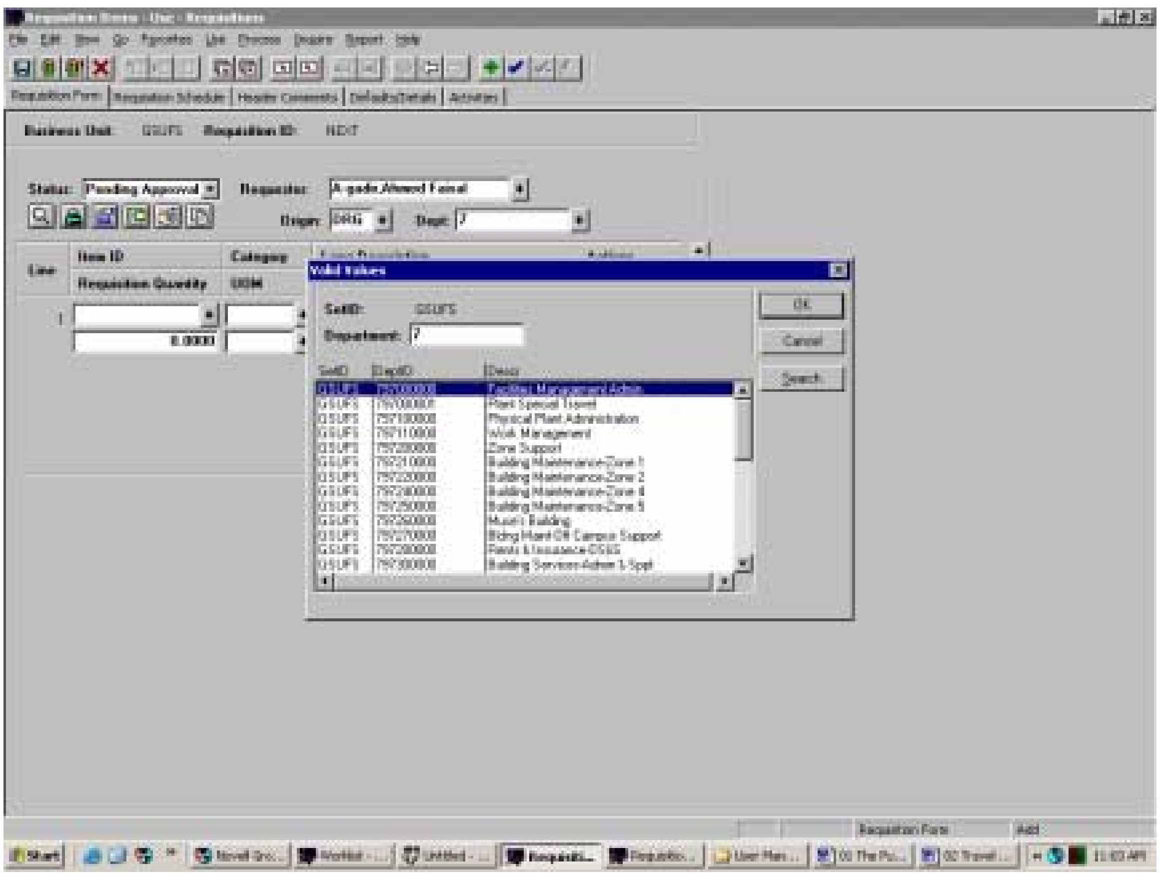
### 2.4.4. Department ID

Tab into the Department ID field, this a required field for transaction Workflow. If you selected a Department rule, you will be prompted to enter a ***Department Code***. If you entered a project rule, you will need to enter the ***Project Number***. The Department Code or the Project Number on this panel will determine how the transaction is routed for approval (who approves it and in what order). Each College and VP area determines workflow rules and routings.

To enter the ***Department Code*** or ***Project Number***, use the drop-down arrow to view a limited list or use the preferred method of entering the first character(s) or digit(s) and pressing ***<shift> + F4*** to view valid values.

In this example, we entered “6” and used the <shift> + F4 method to see the Org. codes in the 6xxxxxxxx range. Use the scroll bar to scroll through the list.

Highlight and double-click your selection to proceed.

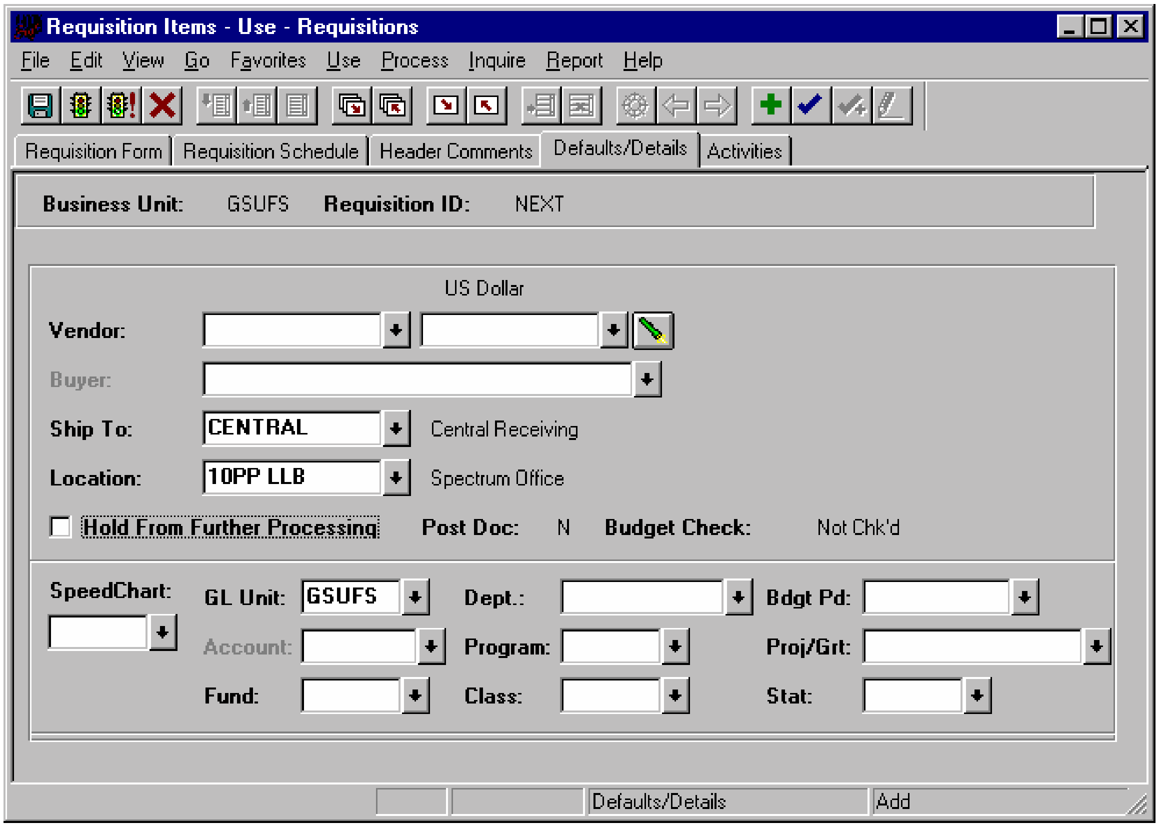


## 3. Defaults/Details Panel

Click on the ***Defaults/Details*** panel tab. On this panel, you will enter the ***Vendor*** and ***chartfield*** information.

The ***Ship To*** and ***Location*** fields have been filled in by the system. The Ship To is now CENTRAL, and the location code has been associated with the Requester from the Requisition Form panel. The ***GL Unit*** has also defaulted to GSUFS.

***Note:*** You must complete the information on the Form Defaults panel ***before*** proceeding with line information on the Requisition Form panel. ***If you do not follow this order, the Requisition will not pass Budget Check.***

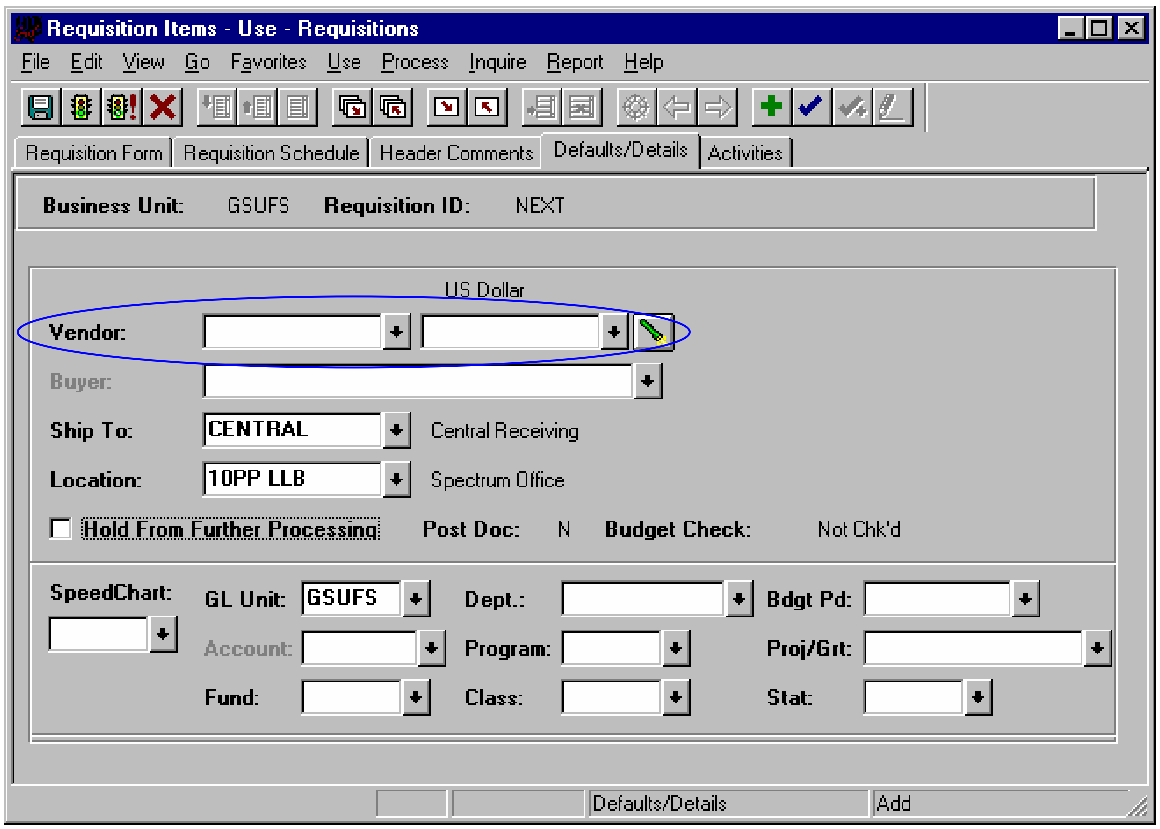


### *3.1. Selecting a Vendor*

The ***Vendor*** field ***must*** be used to identify the ***traveler*** (employee or student). Use the Georgia State University ***PantherCard ID*** number. The traveler can be the same as the Requester ***or*** a different individual. There is no requirement that the Requester and the Vendor (traveler) be the same person. (The Requester information has carried forward from the Requisition Form panel.)

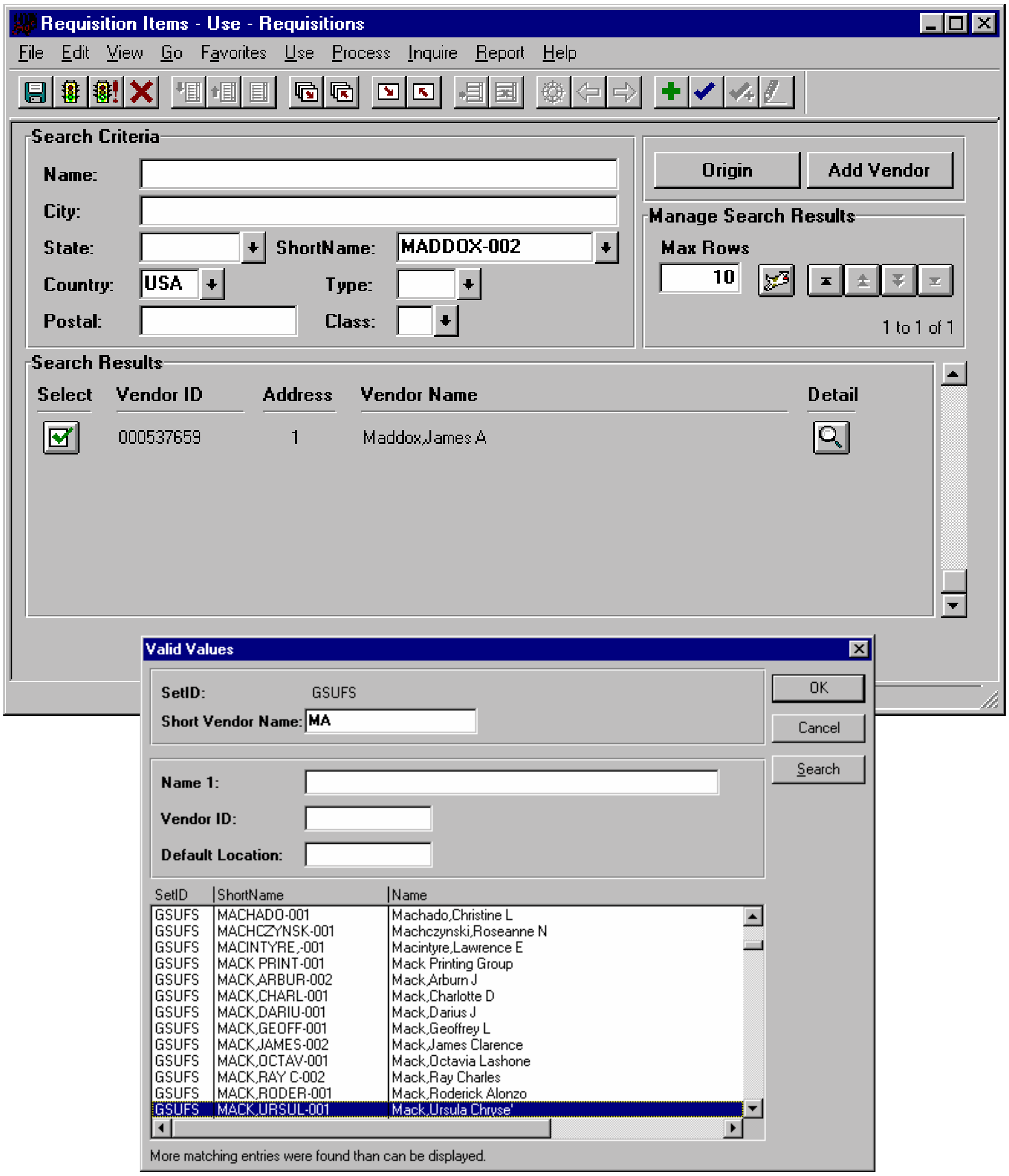
If you know the ***traveler's*** PantherCard ID number, enter it in the Vendor field. However, it is good practice to use the vendor table to ensure accuracy.

Click on the ***Flashlight*** icon next to the Vendor field to search for Vendor using Short Names confirms Vendor information

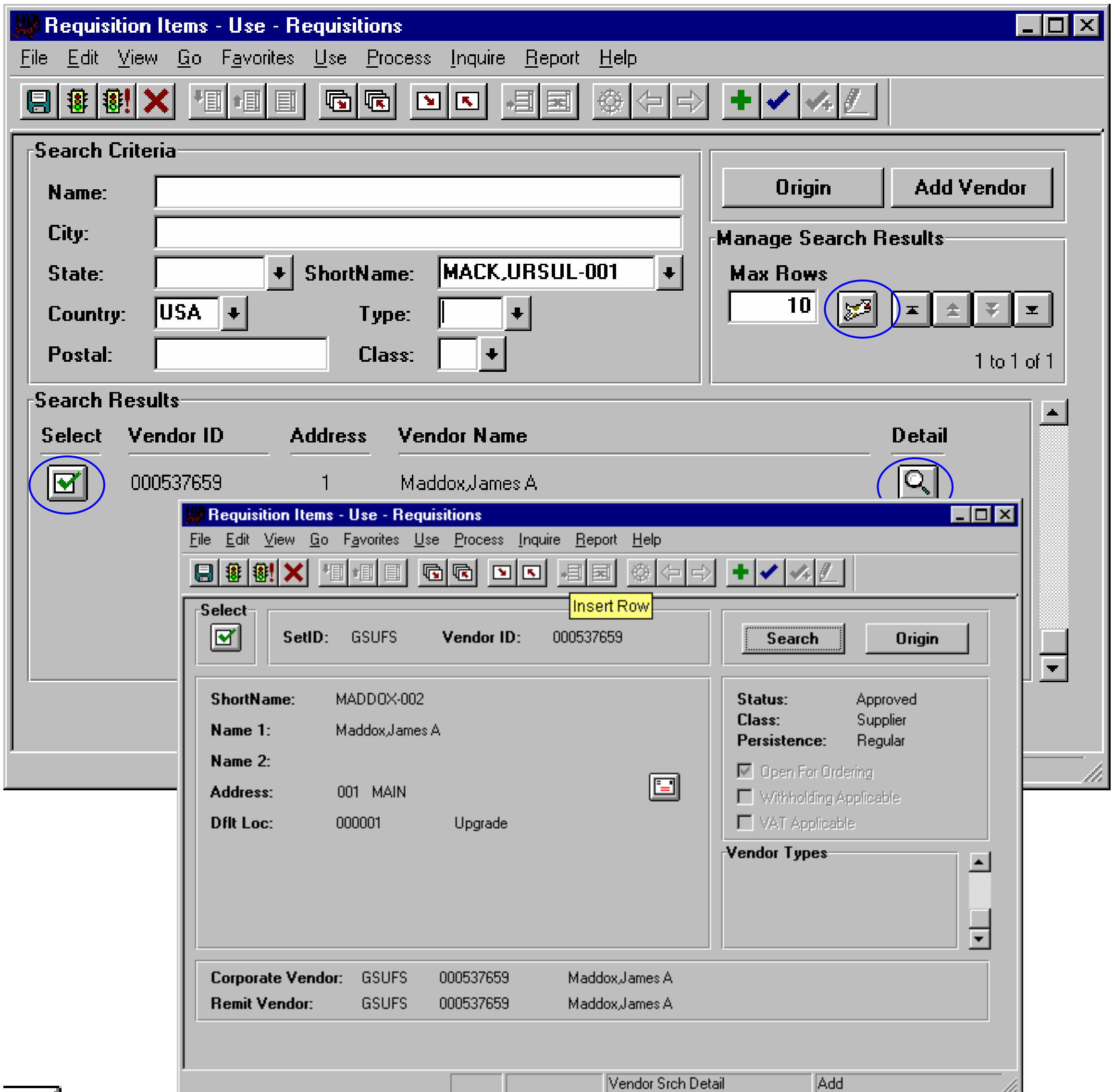


### 3.1.1. Vendor Short Name Search

After selecting the Flashlight the following screen will appear. Enter criteria for Short Name Field. A dialog Box will appear in which you will be able to select the correct vendor (Employee or Student). To select vendor highlight and then click OK. You can double click on Vendor Short Name to select.

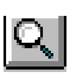


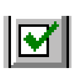
### 3.1.2. Vendor Information





Press the Fetch (Dog) icon to select the vendor.


Press the detail button to see vendor detail information.

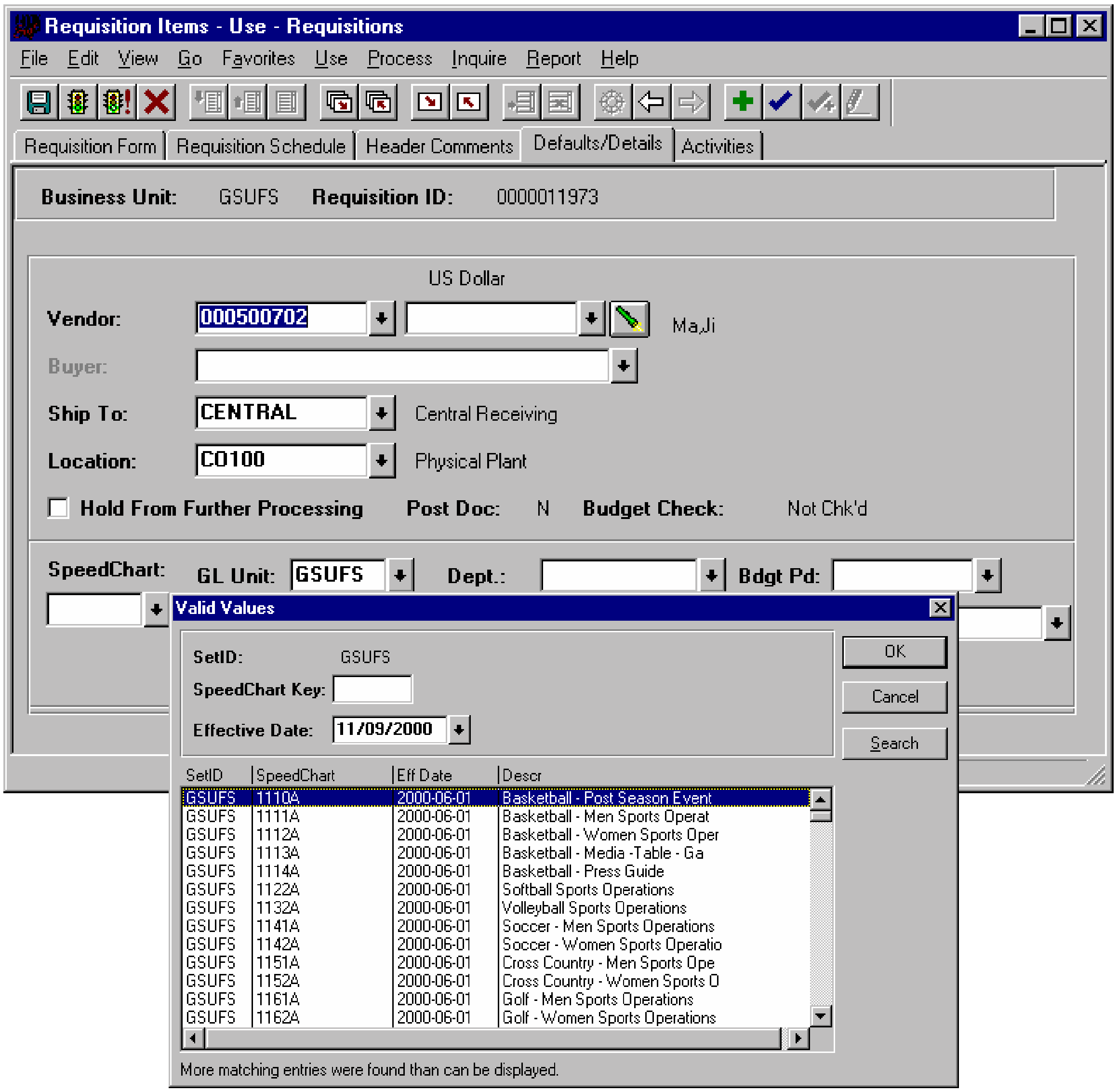

Press the check mark to select Vendor after verifying vendor information.

Select *Origin* to return to the *Default/ Details* Panel tab.

### *3.2. Selecting Speedcharts*

At this moment you will be able to see vendor information in the Defaults/Details Panel. Our next step will be to select the Speedchart to select our chartfields.

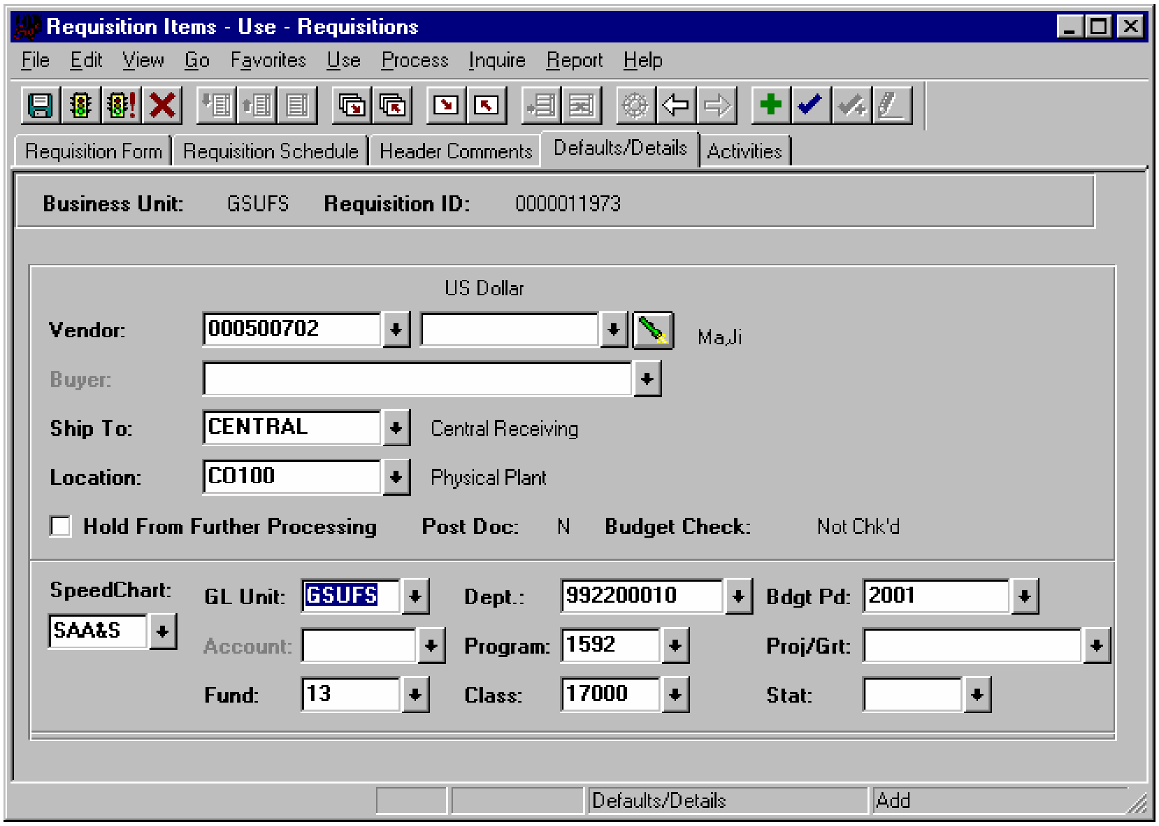
Tab to the speedchart fields and enter all required information.




Tab to the ***SpeedChart*** field and enter your ***SpeedType***. You can use the drop-down arrow or use the preferred method (first character(s)/digit(s) and shift + F4). Highlight and double-click on your selection.

***Tab*** out of the SpeedChart field to populate fields.

When you tab out of the SpeedChart field, the chartfields associated with the SpeedType are automatically populated by the system. The account code will be picked up by the system from the Requisition Form panel. Your panel should now look like this:



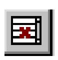
# 4. Reviewing the Requisition Form Panel

## *4.1. Adding and Deleting Rows*

Click on the ***Requisition Form*** panel tab. To review, the "***EMP TRAVEL***" requisitions that you copied is a ***template***. The template contains several preset line items for travel expenses. You may use all of the lines or you can simply delete the rows of items you do not need to use. You need to change only those fields that are different for your specific travel form. Use the scroll bar to view the other line items.

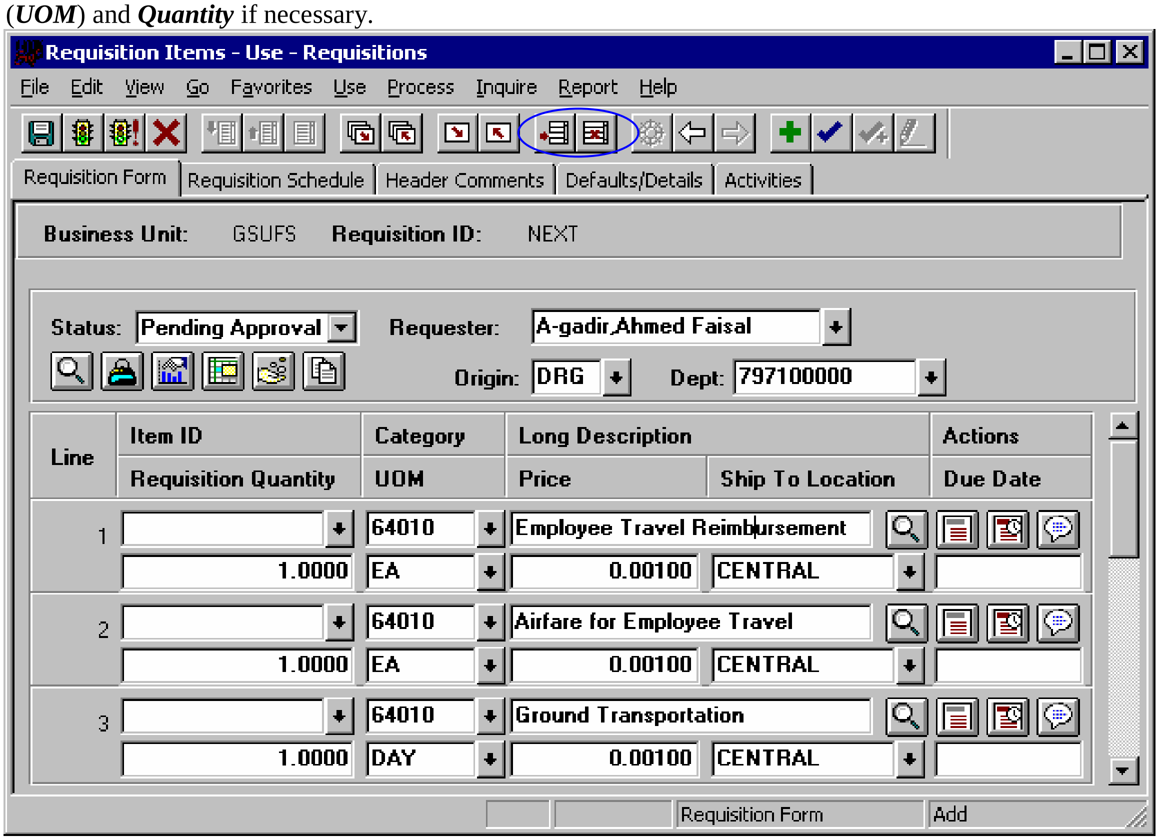
To ***delete*** a row you do not wish to use, place your cursor in one of the fields in the line item and press the ***F8*** function key or the ***Delete Row*** icon. To ***insert*** a row, place your cursor in one of the fields in the line item and press the ***F7*** function key or press the ***Insert Row*** icon.

**INSERT ROW** Icon (same as ***F7*** function key)



**DELETE ROW** Icon (same as ***F8*** function key)

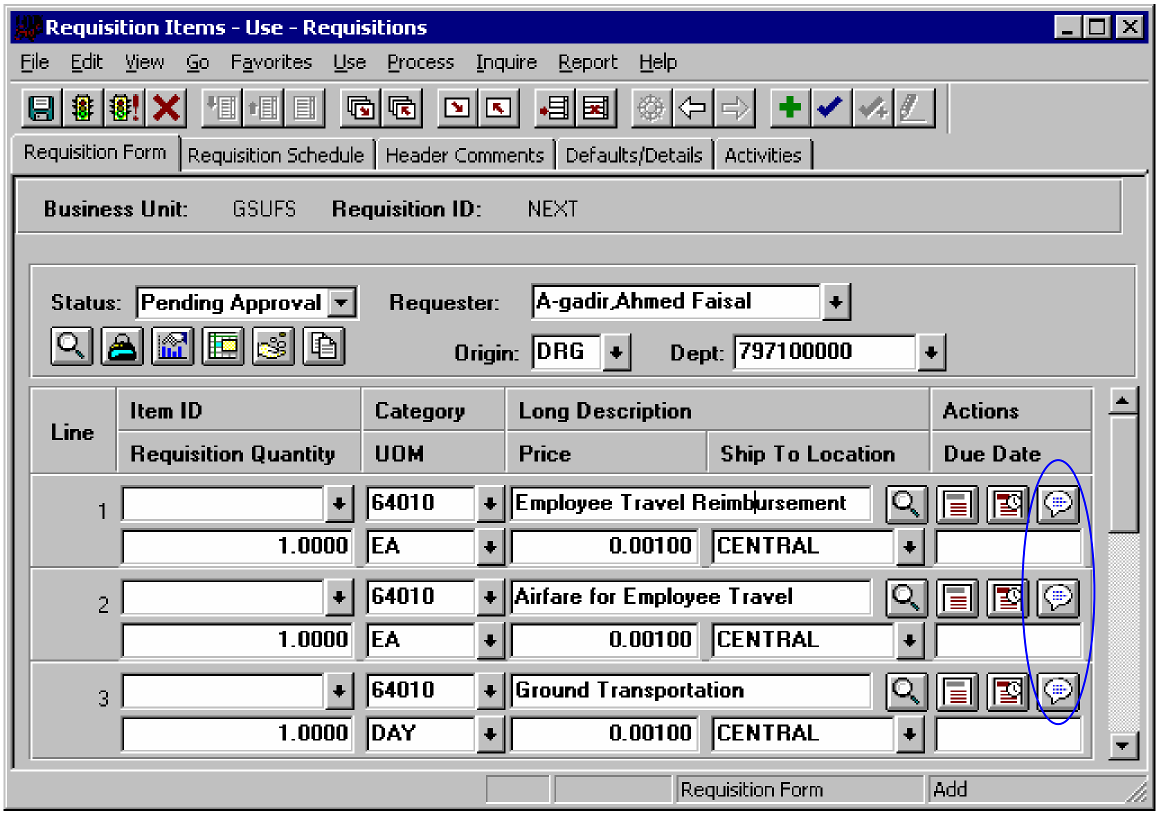
Click on any field of the line item(s) you wish to use and enter the ***Price*** and ***Date***. Change the Unit of Measure (***UOM***) and ***Quantity*** if necessary.

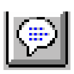



Now you can edit line fields such as quantity, unit of measurement and description as necessary.

### *4.2. Adding Comments to Requisition Line*

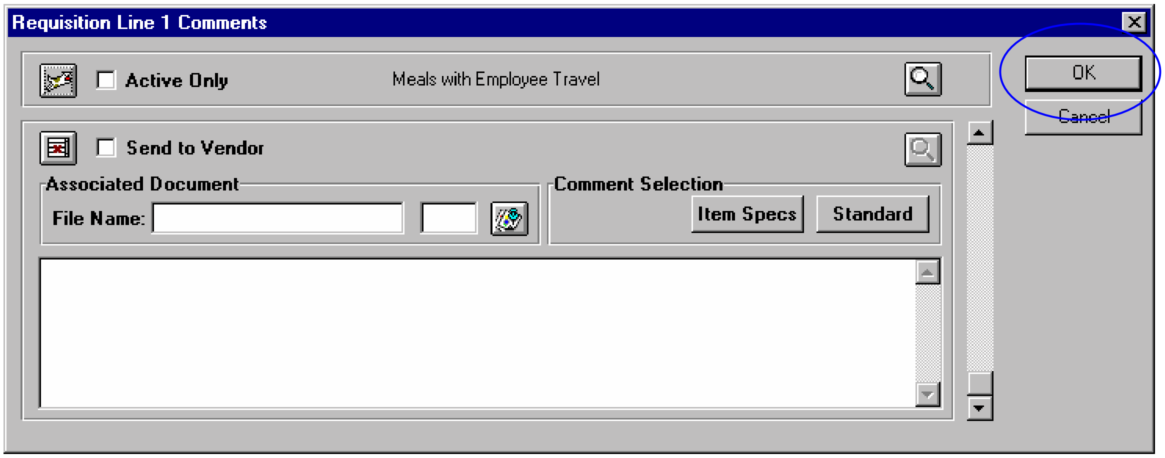
The system allows you to enter separates comments to all requisition lines.



Select the Comments icon to enter line comments. This will open a dialog box in which you are able to enter comments related to requisition specific line.

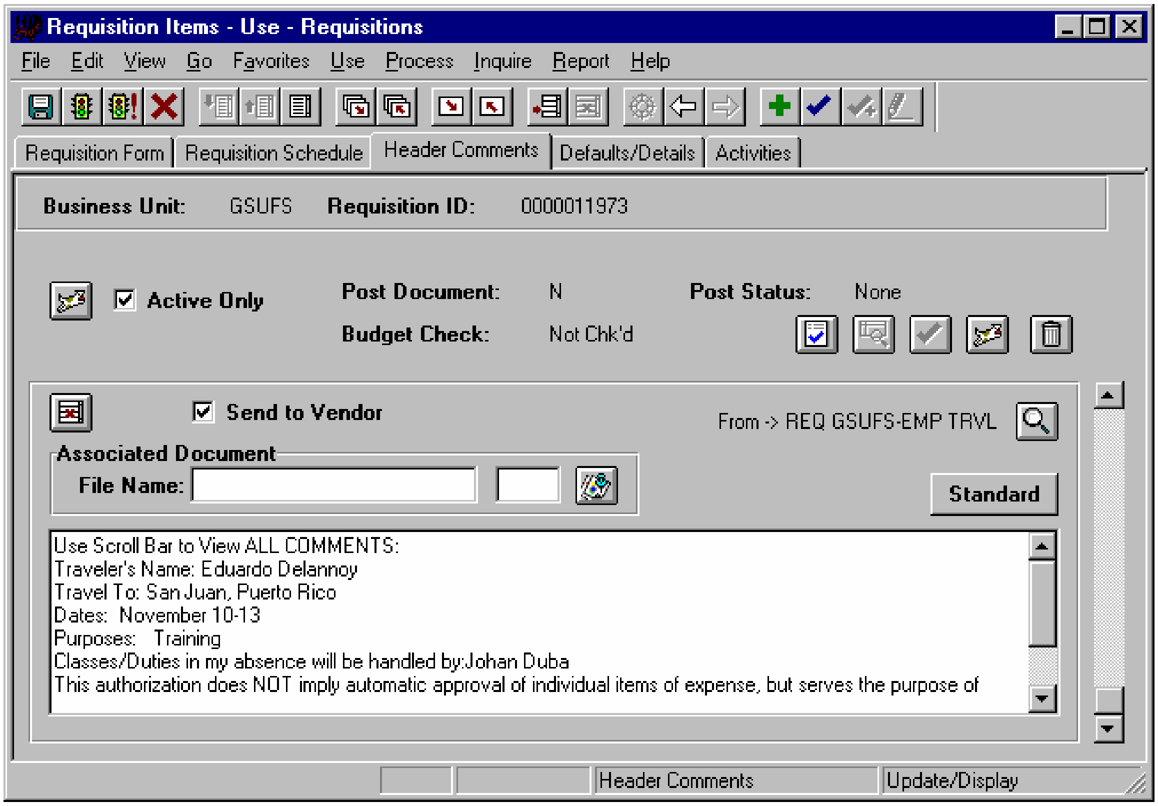
### 4.2.1.Comment Dialog Box




Using this dialog box enter all comments that you may find necessary.  You can also links documents from software such as Microsoft Word.  The comment space will allow you to write as many characters, as you want.

After completing this window press OK to return to the Requisition Forms window to continue entering items.

# 5. Header Comments Panel

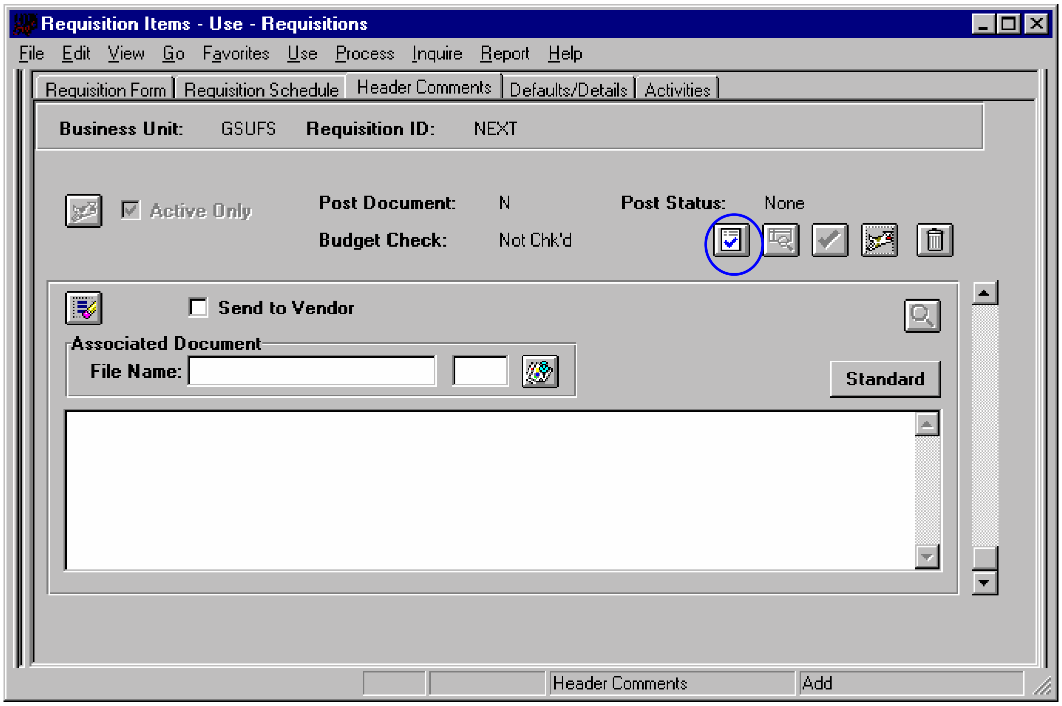



Complete all information requested for this travel authorization. Be sure to use the scroll bar to enter all required information (Traveler's Name, Travel to (location), Dates (of travel), Purpose (of travel), Duties handled by in absence). ***Note the standard disclaimer.***

# 6. Editing the Requisition

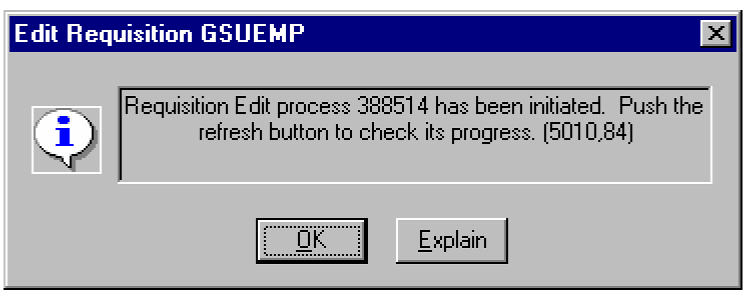
Click the ***Header Comments*** panel tab and enter vendor information in the ***Comments*** field if applicable.

Click the ***Edit*** (blue check mark) icon.

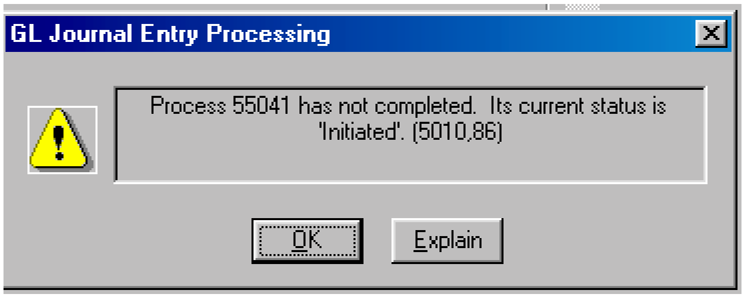



The ***edit process*** checks for errors or required fields that have not been completed. When the process has been initiated, you will see a message. Click ***OK*** to proceed. If the system detects any errors, you will get an error message. Fields, which contains an error, will be highlighted for you in red. Enter the correct information and perform the Edit process again.

Click ***OK*** to proceed with the Edit process.

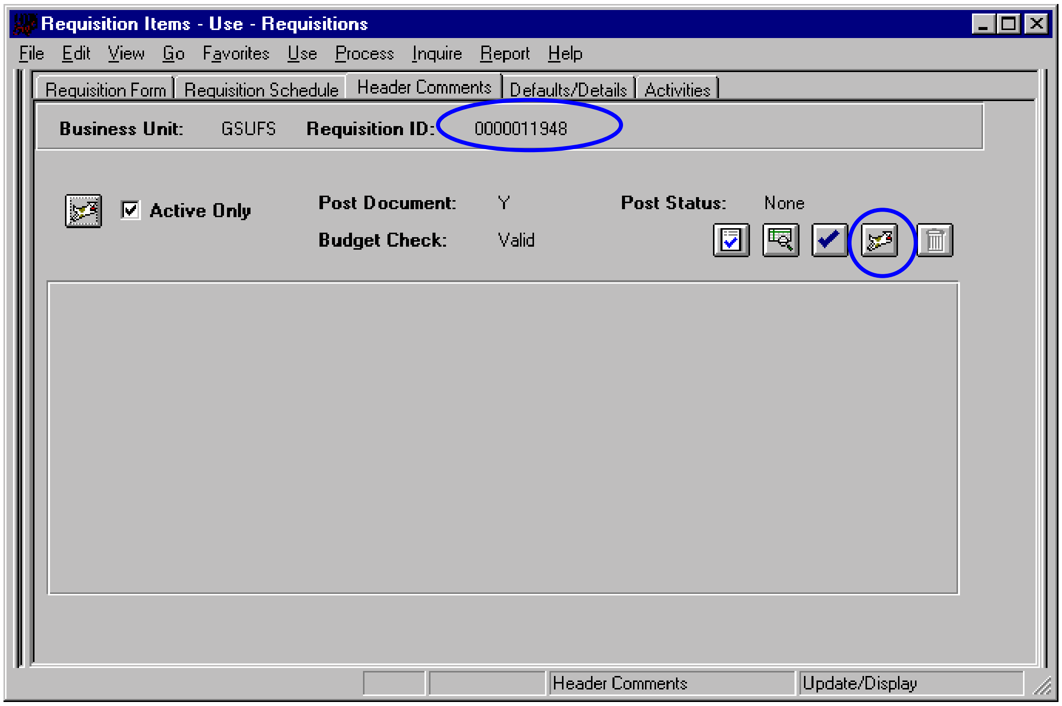


If you click the ***Refresh*** (dog) icon before the check is completed, you will receive another message. Click ***OK*** if you receive this message or one similar. Wait a few seconds and click the ***Refresh*** icon again.



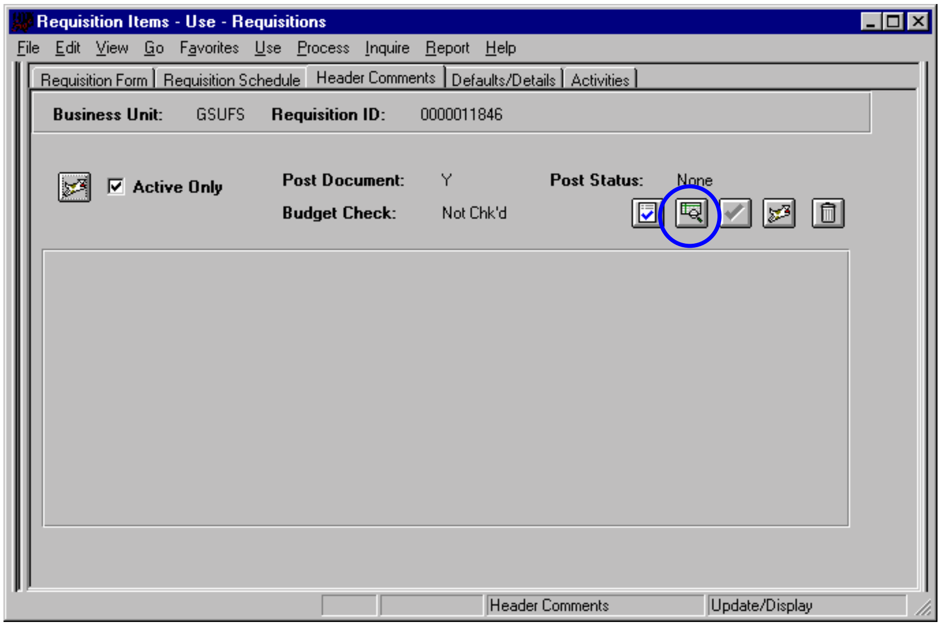
# 7. Refreshing the Requisitions

When the edit process is complete, click on the ***Refresh*** (dog) icon. Notice that the system has now assigned a ***Req ID*** number. Note this Req ID number now.



# 8. Budget Checking the Requisition

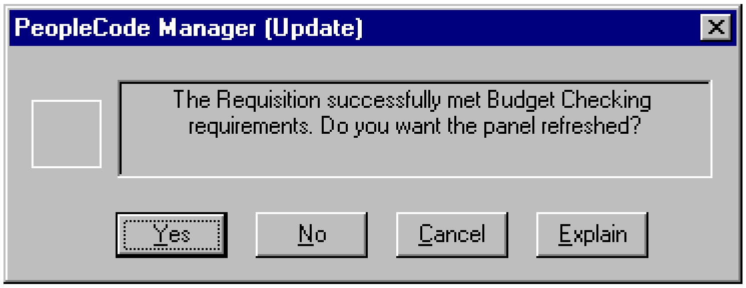
Click the ***Budget Check*** (magnifying glass and spreadsheet) icon to check for fund sufficiency.



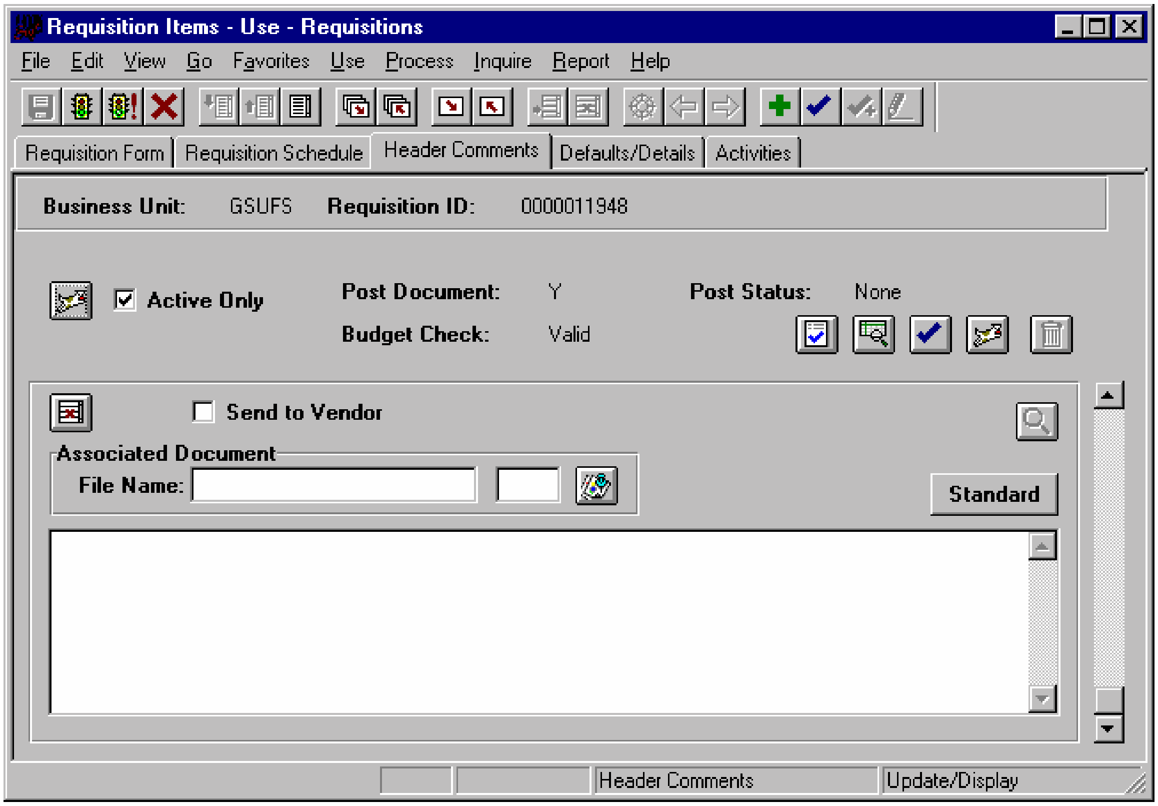

Click ***Yes*** at this dialogue box. If the requisition does not pass Budget Check, refer to Section 7: Budget Checking Errors on Requisitions and Appendix A-2 for assistance. If you are unable to resolve your problem, consult your department business manager. You should also check your chartfields for accuracy.

The most common reasons for an unsuccessful Budget Check and how to correct them can be found at the end of this chapter, Appendix A-2.)

**DO NOT** proceed with this transaction until you have a ***Valid*** Budget Check. You may save this form (Teal diskette icon on the toolbar) if you want to continue this process at a later time. The requisition will not enter workflow until the BCM is Valid.



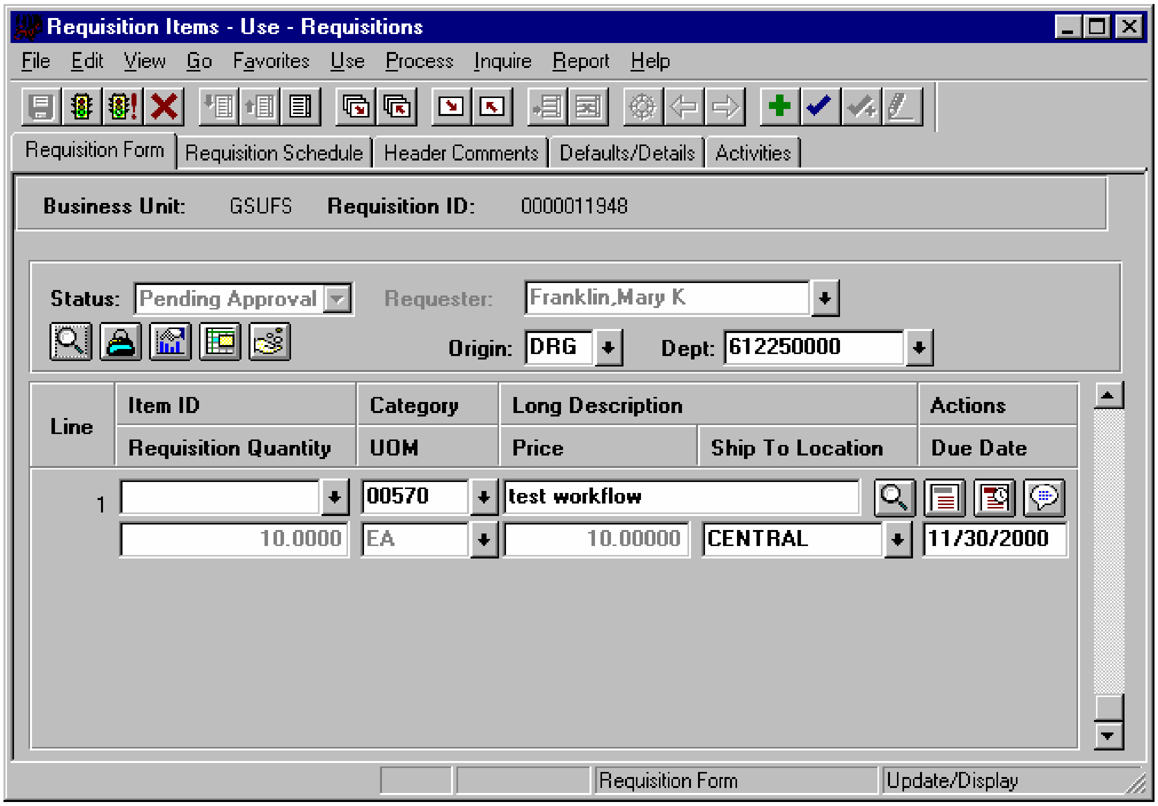
The panel now looks like this.  Notice that the ***BCM*** has changed from Not Chk'd to ***Valid***. If status is valid the requisition has been automatically saved.




Click on the Requisition Panel Tab to continue with transactions.

# 9. Exiting a Requisition

To ***Exit*** this panel press the ***Red X*** located on the tool bar.

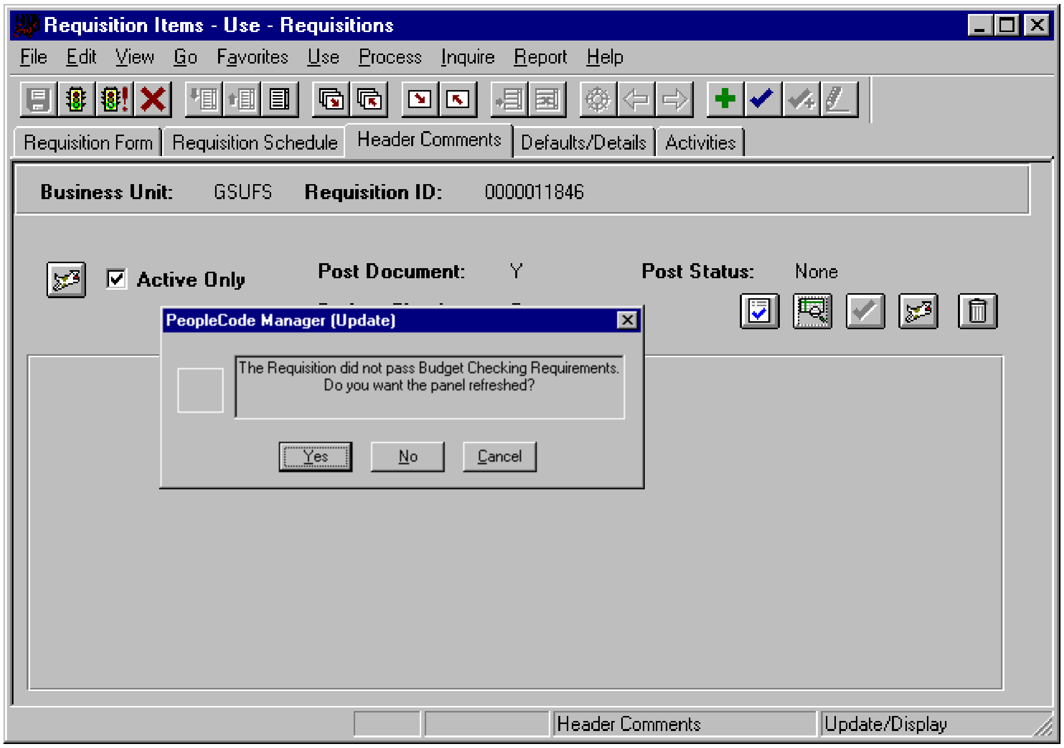



To exit from the system, use the ***File*** menu and select ***Exit.***

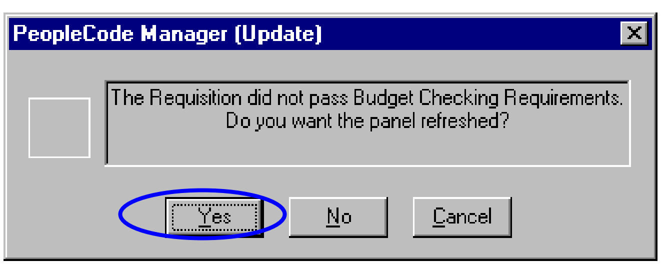
If you have other Requisitions Forms to add, you can click the ***Add (Green plus sign +)*** button in your toolbar to continue.

# 10.Budget Checking Errors in the Requisition

If the requisition fails Budget Check, the system should give you an error message similar to the one below.

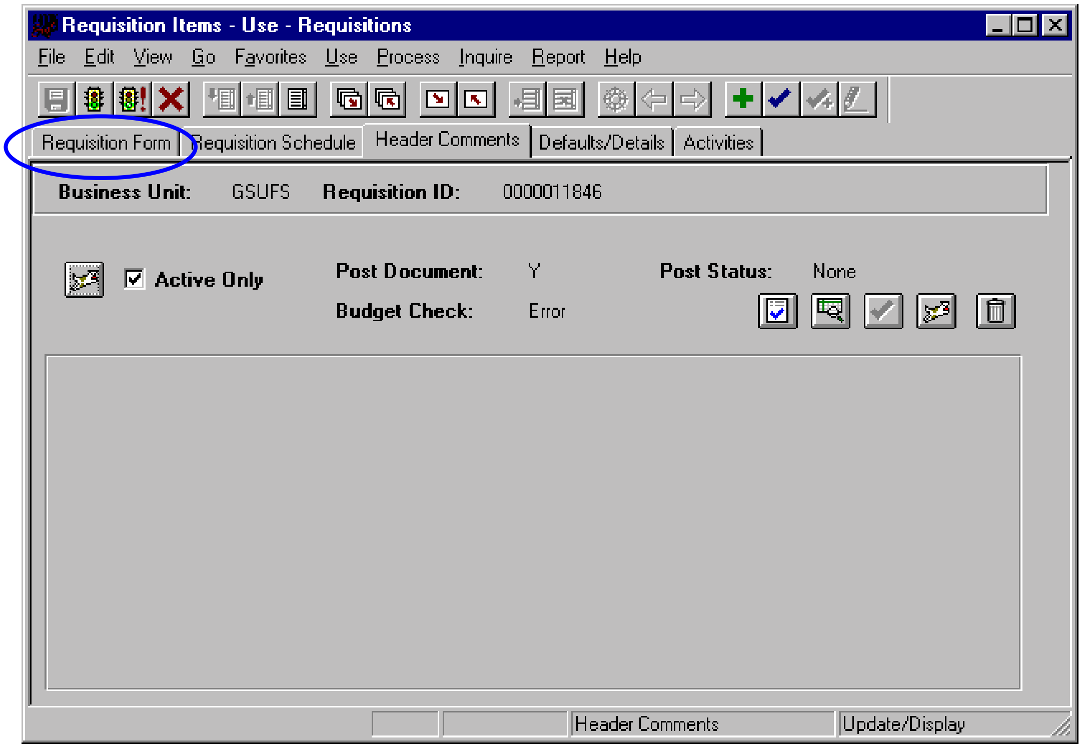



Click ***YES*** at this dialogue box.



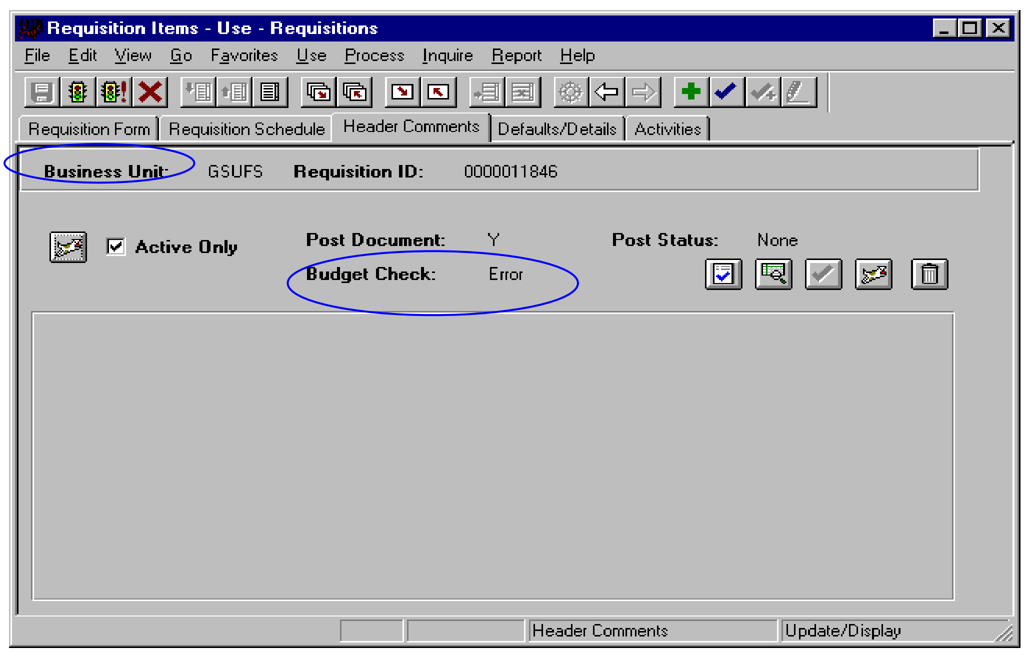
### *10.1. Correcting Budget Check Errors*

The BCM Status is Error**.** Click the Requisition Forms panel tab to investigate the problem.



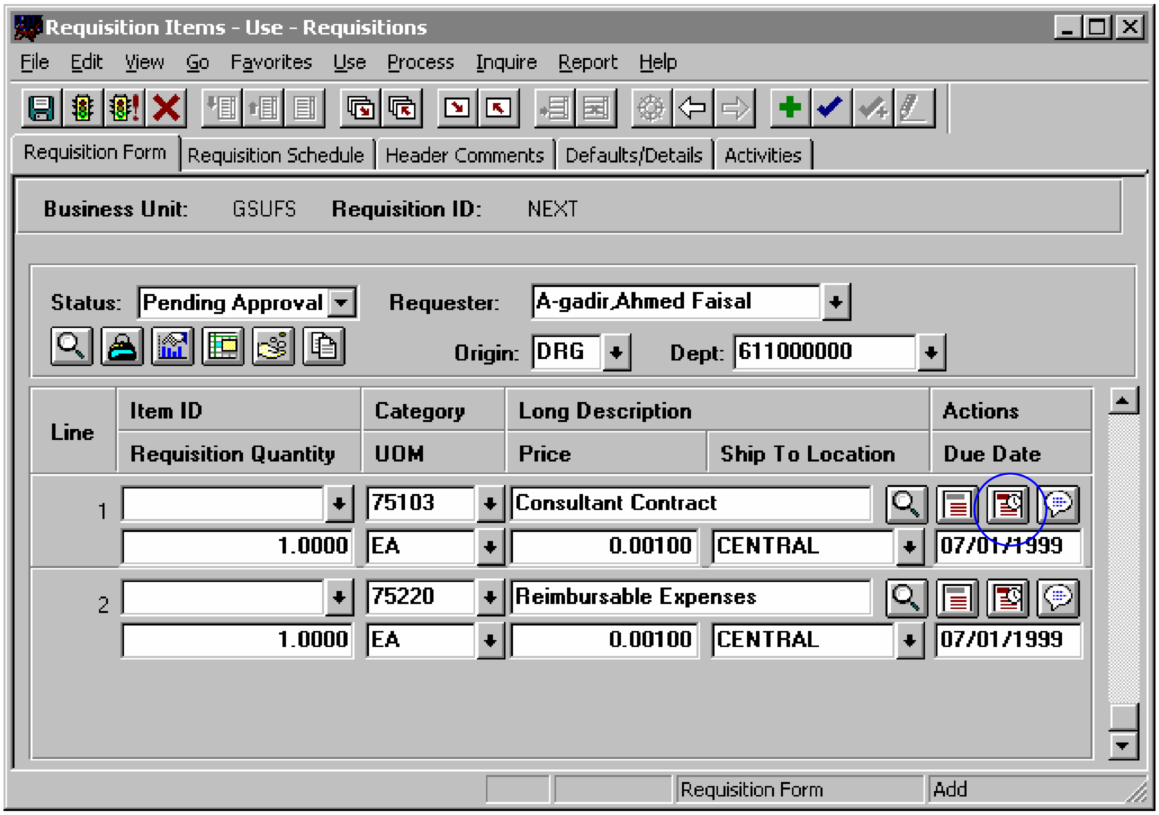

#### 10.1.1. Requisition Form Panel Tab

The BCM status is in Error. Click on the Requisition Form Panel Tab to investigate the problem.



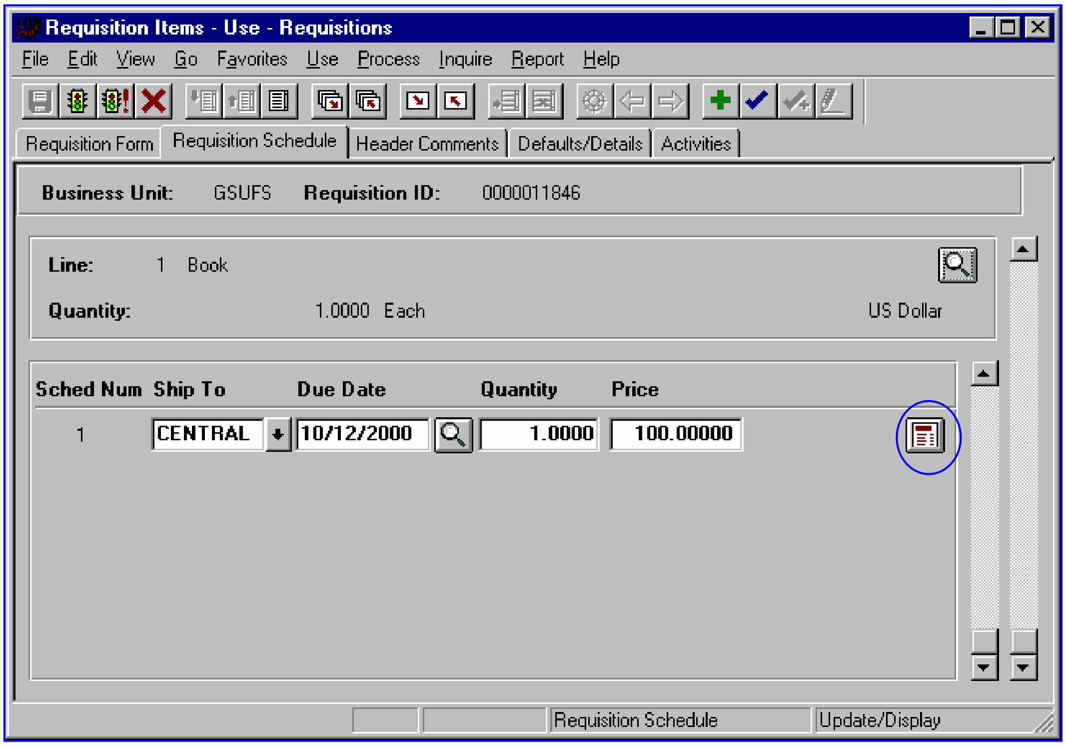
### 10.1.2. Selecting the Schedule Options

Click on the ***Schedule*** button. It will allow you to further investigate what could be the problem with the requisition Budget Check Approval. Pressing this button will move into the Requisition Schedule panel.



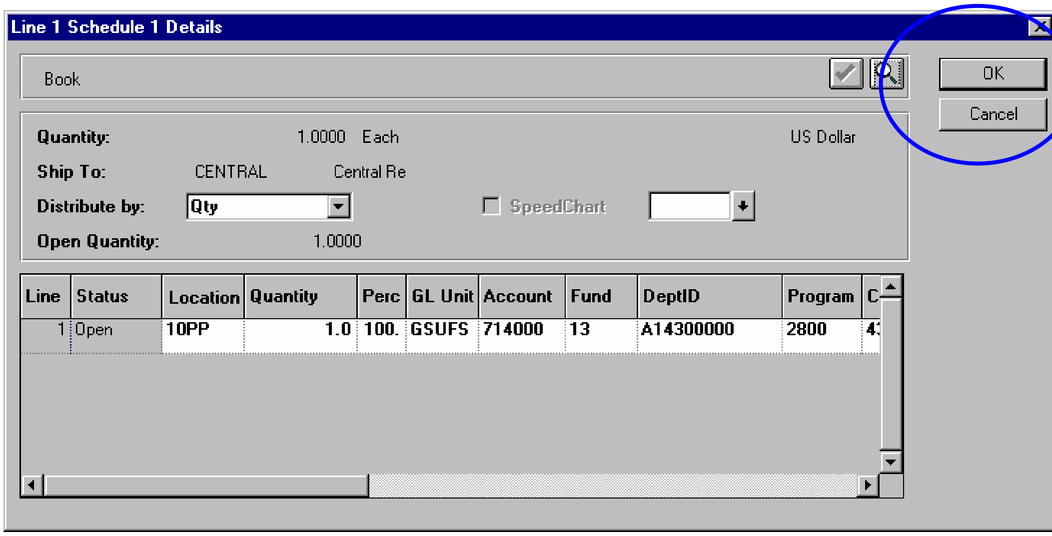
### 10.1.3. Selecting the Schedule Options

In the Requisition Schedule panel select the ***Details*** button. It will allow you to go onto the Schedule Details Window to verify the transaction chartfields.



### 10.1.4. Searching for Details Distribution

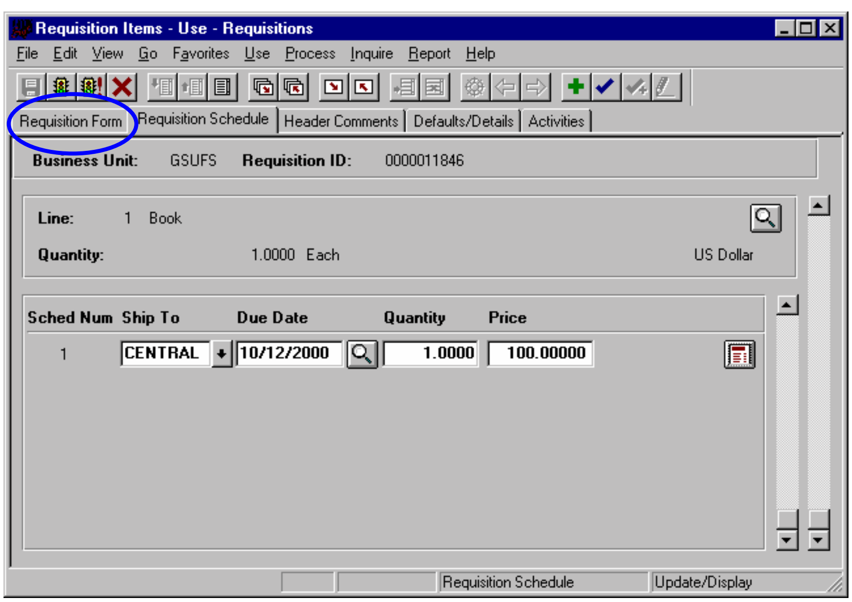
Verify all information and proceed with changes. If changes are made select OK to save changes and return to the Requisition Schedule Panel. If not sure about changes made select cancel to return to Requisition Schedule Panel.




The ***BCM Status*** details why the requisition failed budget check. Refer to Appendix A-2 for the most common reasons for an unsuccessful Budget Check and how to correct them.

Click on the ***Requisition Form Panel Tab*** to return to the ***Requisition Form*** panel.

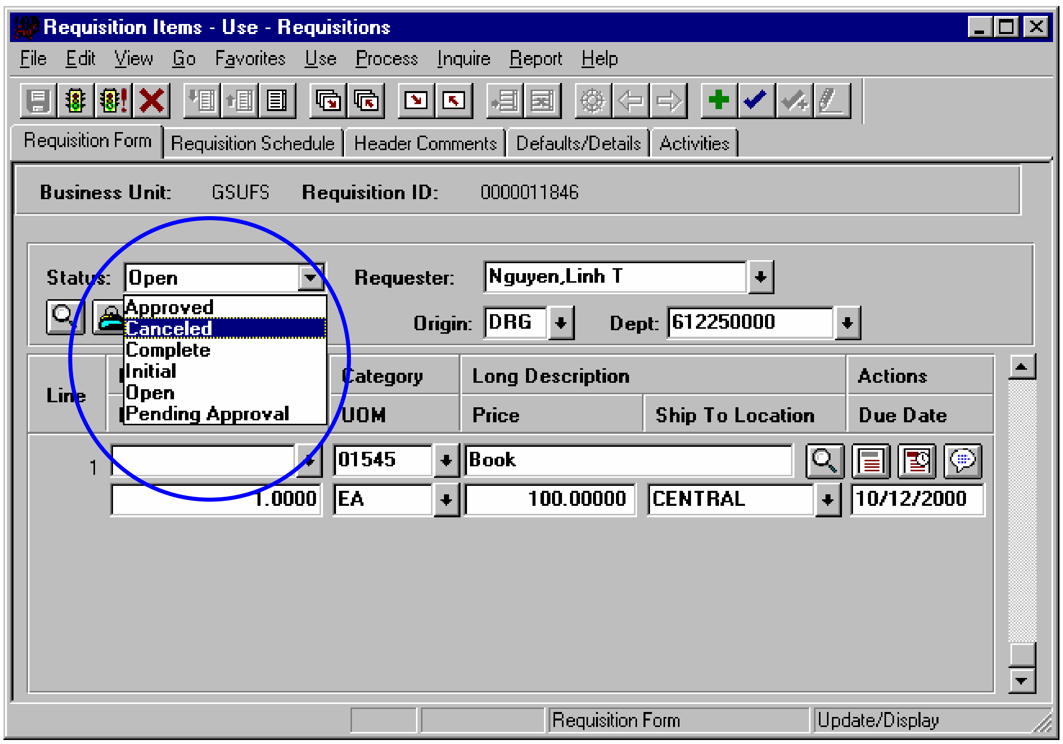
***NOTE:*** These steps need to be repeated for each line on the requisition. After all the lines have been corrected, repeat the edit and budget checking processes.



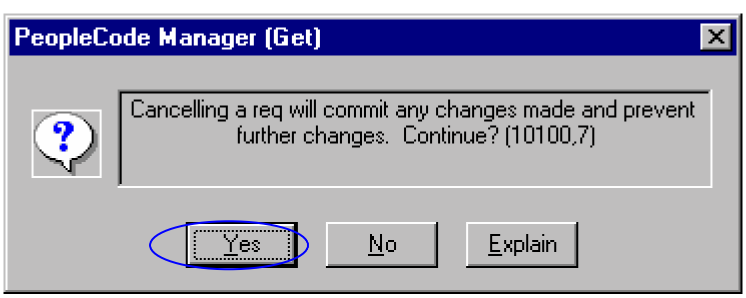
# 11.Canceling the Requisition

Users can only cancel requisitions if the status is “Open” or “Pending Approval”.  If the requisition has been approved, please contact the Purchasing Department for assistance.

Tab to the ***Status*** field in the Requisition Form panel and Change the ***Status*** to “***Canceled***.”  You can enter the information or use the drop-down arrow to view a list and then double-click on your selection.




Click ***Yes*** at this dialogue box.  It will complete the deletion process.

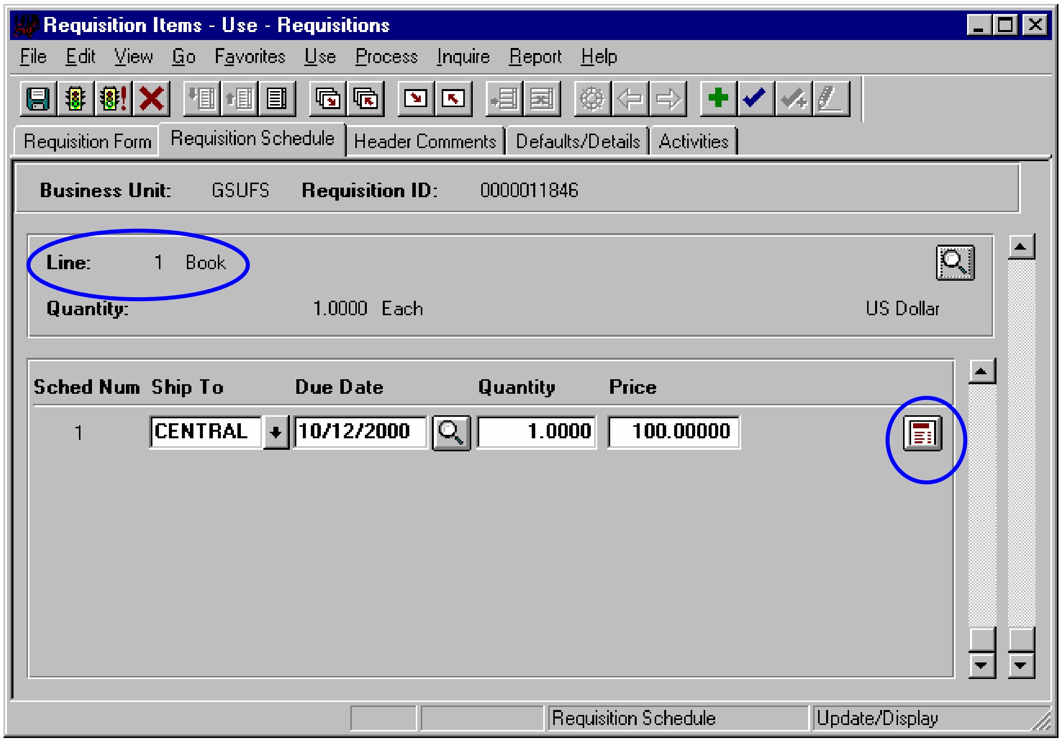


# 12.Splitting Charges on the Requisition

To split charges on a specific line in a Requisition go to the ***Requisition Schedule Panel***. Select line for which you want to split charges using the scroll bar.

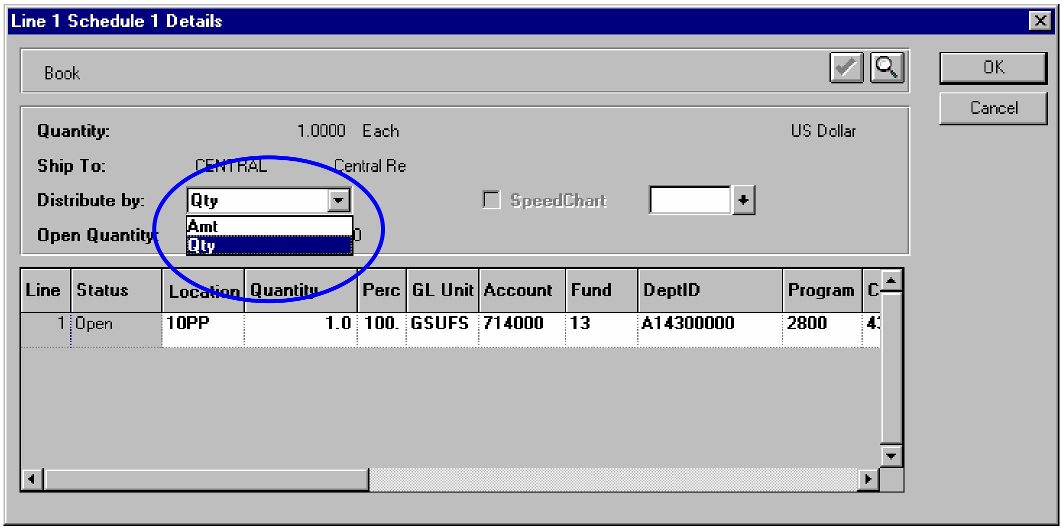
### 12.1.1. Opening the Line Chartfield Distribution

Click on the ***Distribute*** button to access the Chartfields distributions.

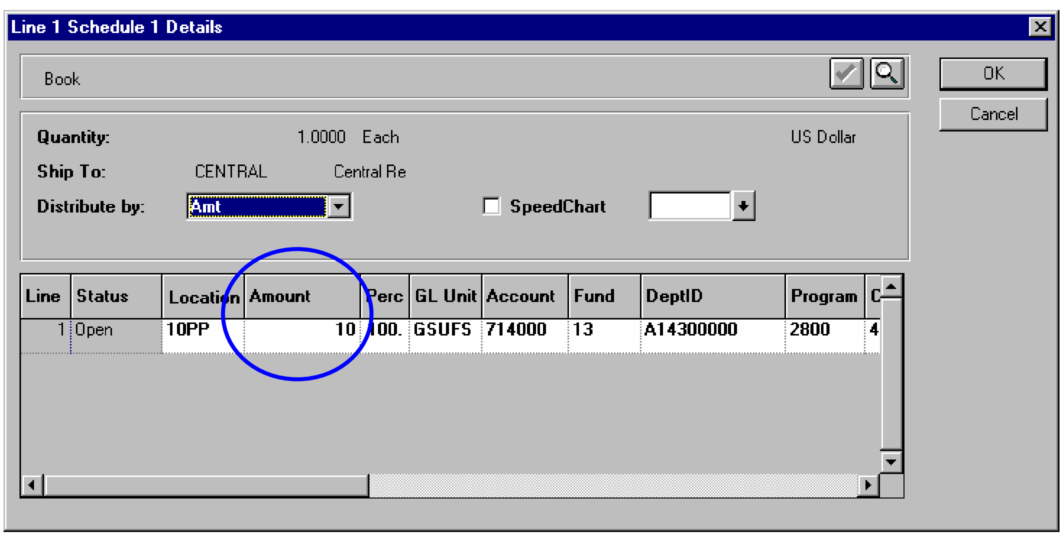


### 12.1.2. Changing the amounts and Line Distributions

Go to the ***Distributed by*** field and using the prompt button opens the window and change from quantity to amount.

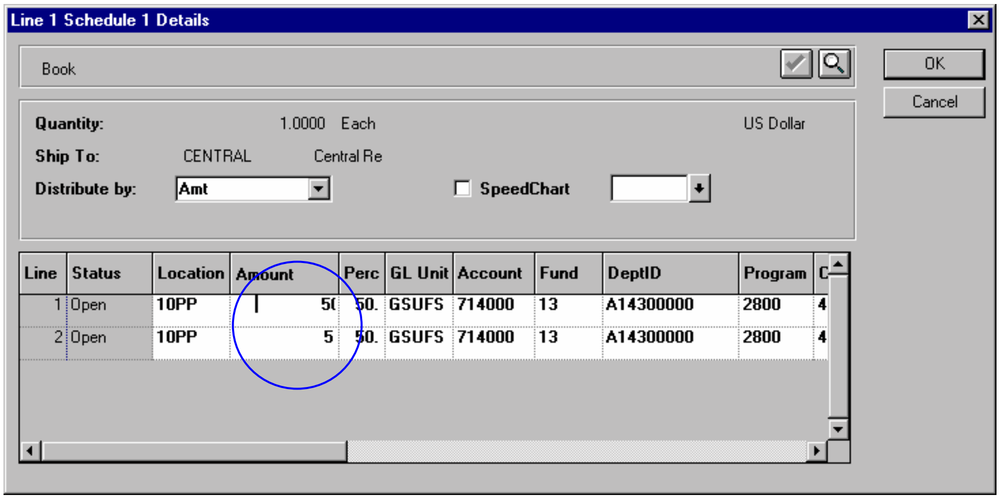



Place the cursor in the Amount field and change the dollar amount to the amount being charged to the budget on the ***Line Schedule Details*** window.



### 12.1.3. Adding Lines to the Chartfield Distribution

With the cursor still in the amount field, insert another row (F7 key or Insert Row icon). The difference for this line should default in the new amount field.




The ChartFields from the Line Schedule Distribution Window will be visible. The new budget being charged must be entered.

Click in the box next to the ***SpeedChart*** field and enter a ***SpeedChart***. Tab out of the field and ensure all the ChartFields for the new budget are populated.

***OR***

Enter all of the ChartFields for the budget being charged, tabbing from field to field.

Click on the ***Ok*** button to return to the ***Requisition Schedule Panel***.

**NOTE*:*** These steps need to be repeated for each line on the requisition being charged to multiple budgets. After all the lines have been corrected, the edit and budget checking processes.